



American Consulate General, Chennai

November 8, 2004

Vacancy Notice

American Consulate General, Chennai, is seeking an individual for the position of Visa Clerk in Non-Immigrant Visa unit of Consular section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed and signed forms will be considered.

(Refer to application procedure below)

ANNOUNCEMENT NUMBER: CHE-PSAP-05-001

OPEN TO: All Interested Candidates

POSITION: Visa Clerk, FSN-1415-06; MLA312009

OPENING DATE: November 8, 2004

CLOSING DATE: November 23, 2004

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/MOH/NOR:** Grade: FP-08*
Ordinarily Resident: Grade: FSN-06*

* Ordinarily Resident: Starting salary & grade will be determined on the basis of qualifications & experience.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

a) Serves as a Customer Service Representative in the NIV pre-screening area. Reviews NIV applications to ensure they are complete, including in complex cases such as several categories of petition-based temporary workers visas.

b) Checks previously entered RDS/MRV case information for accuracy, ensures required security name-checks have been sent and

results received, performs MRV photo capture, performs SEVIS database check for students and exchange visitors.

c) Reviews application packets for fraud indicators. Prepares NIV applications for interview and adjudication by an American Consular Officer, highlighting areas of concern regarding eligibility or potential misrepresentation. Provides applicants with information regarding the application process.

d) Acts as interpreter for consular officers for a wide variety of NIV cases, including some with complex and sensitive aspects.

e) Physically prepares NIV authorized for issuance by an American Officer and performs quality control checks to insure that information on the visas is accurate and pictures are clear. Prepares required documentation for Immigration inspector in student and exchange visitor cases.

QUALIFICATIONS REQUIRED

1. Completion of university degree is required.
2. Two years of office clerical work involving public contact, or at least one year of progressively responsible experience in work involving the application of regulatory material and public contact, or other closely related experience is required. Records and/or data management experience is particularly useful.
3. Advanced professional proficiency in English is required – Level IV (fluency) in reading and speaking, Level III (good working knowledge) in writing.
4. Advanced professional proficiency in at least one of the other languages used in South India NIV operations (Tamil, Telugu, Urdu, Hindi, Malayalam, Kannada, Tibetan) is required – Level IV in speaking, level IV in reading and level III in writing.
5. Good working knowledge of general principles of filing; general office procedures; additional background in computer based data management would be beneficial. Understanding of the concept of need to establish controls over the custody and processing of visa foils and the concept of the principle of accountability.
6. Ability to work with general public, exercising tact, discretion and good judgment in a high-pressure environment. Must be able to function honestly and effectively while processing visa applications. Must be able to understand and apply the process of checks and balances and of proper documentation in processing of visa applications.
7. Ability to read and comprehend complex rules and regulations and to apply them correctly. Must have good judgment in referring cases to higher authority when necessary despite pressure from customers. Ability to type to learn complex consular software is essential.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above, in their applications.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website <http://chennai.usconsulate.gov/wwwhumres.html>
2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Kelly Buenrostro
Management Office
220 Anna Salai
Chennai 600 006

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2811-2000

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business November 23, 2004.

An Equal Opportunity Employer